

## Deleting charts

To delete a chart, simply click it once to select it. Square selection handles appear on the borders of the chart. Then press *Delete*.

## Gallery of chart types

While data can be presented using a variety of charts, focus on the message of the chart to determine which type of chart to use. The following sections present examples of the chart types that Calc provides, with some notes on the uses of each one.

### Column charts

A column chart shows vertical bars, with the height of each bar proportional to its value. The X axis shows categories and the Y axis shows the value for each category.

Column charts are commonly used for data that show trends over time. They are best for a relatively small number of data points. It is the default chart type provided by Calc, as it is one of the most useful and easy to understand. For a larger time series, a line chart would be more appropriate.

The column chart type has three variants, with a preview pane for each variant as shown in Figure 129.

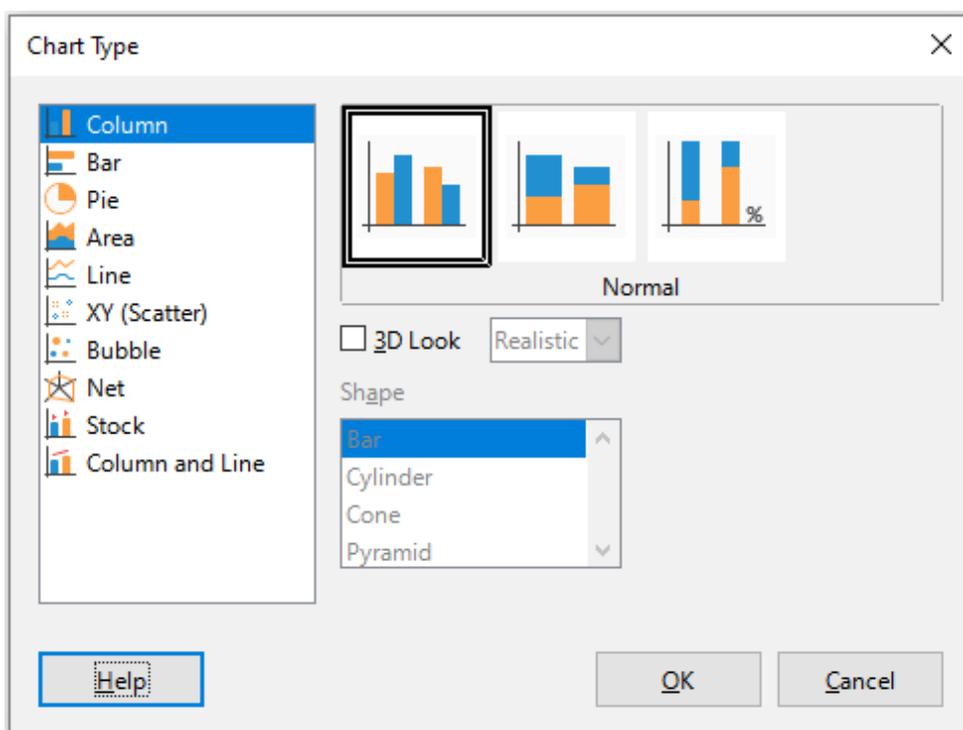


Figure 129: Chart Type dialog – Column

When a preview is clicked, its borders are highlighted and the name appears below. The 2D variants are:

#### Normal

Shows all data values belonging to a category next to each other. The main focus is on the individual absolute values, compared to every other value.

#### Stacked

Shows the data values of each category on top of each other. The main focus is the overall category value and the individual contribution of each value within the category.